



**UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT**

Vacancy Announcement 14-02  
**OFFICIAL COURT REPORTER**

**OPENING DATE:** March 4, 2014  
**CLOSING DATE:** March 18, 2014

**SALARY RANGE:** \$83,566 - \$96,101\*

\* Court reporters currently employed by the judiciary would receive a lateral transfer.

The United States District Court for the District of Connecticut is seeking qualified applicants for a full-time Official Court Reporter for our Bridgeport seat of court. An Official Court Reporter is responsible for the verbatim reporting of proceedings held before United States District Judges and Magistrate Judges and for the transcription of those proceedings upon request. The salary is set by the Judicial Conference based on qualifications and location. (Bridgeport, Hartford, New Haven)

**Representative Duties**

- Attend and record verbatim court sessions for both civil and criminal proceedings; read back portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with the Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties.
- Provide transcripts and/or realtime feed to the Court upon request.
- Perform administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.
- Maintain and safeguard records until they are disposed of according to statutory requirement and Judicial Conference policy.
- Adhere to requirements of the Guide to Judiciary policy, Volume VI, as well as the court's local Court Reporter Management Plan.
- Perform other duties as assigned.

**Qualifications**

- Must possess a minimum of at least four years of prime court reporting experience in a court, or in the freelance field of service, or a combination thereof.
- Must have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.
- Must possess Realtime court reporting proficiency.
- Must possess excellent organizational and communication skills, as well as tact, judgment, poise, initiative, and professional appearance and demeanor at all times.

Equivalent Qualifying Examinations

- 1) The NCRA examination for listing on the registry of professional reporters (RPR) consists of a written knowledge section plus a skills section. The skills section

requires the ability to record 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony and transcribe the recorded material at 95% accuracy within 75 minutes.

- 2) Professional associations (other than the NCRA) and state license examinations may be acceptably equivalent to the NCRA testing, but the requirements for the examinations at the time of administration should be evaluated on a case-by-case basis as the requirements change from time-to-time.

### **Benefits**

Judiciary benefits include health and life insurance, long term care insurance, flexible benefits program, and a retirement plan.

### **Applicant Information**

Applicants must be a U.S. citizen or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check as a condition of employment. Employees of the U.S. District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees.

### **How to Apply**

Submit resume with cover letter, salary history, and proof of any certifications by email only to: Human Resources Department @ Email: HR\_department@ctd.uscourts.gov

***The United States District Court is an Equal Opportunity Employer***